

STANDARDS AND PROCEDURES			ARIZONA DEPARTMENT OF ADMINISTRATION	IT DIVISIONS (ISD & ITSD)
Section:	06	Title:	Information Security	
Sub Section:	03	Title:	Information Security	
Document:	07	Title:	Information Integrity	

## 1. STANDARD

ISD will make reasonable efforts to ensure that all information maintained by ISD is accurate, from correct source, and complete.

### 1.1. Summary of Standard Changes

### 1.2. Purpose

To require management, both ISD and data owners, to guard against errors in entry and transmission using proper controls.

### 1.3. Scope

All personnel or private or sensitive information held on ISD systems.

### 1.4. Responsibilities

### 1.5. Definitions and Abbreviations

### 1.6. Description of Standard

ISD will use controls such as time stamps, sequence numbers reconciliation, balancing controls, to prevent duplications or omissions in processing and to ensure completeness. Controls for batch and on-line processing data accuracy will be used. Depending on sensitivity of information, encryption may be used to help prevent modification and/or destruction of data.

### 1.7. Implications

Both ISD and their data owners must work together to institute and maintain controls to provide for data integrity.

### 1.8. References

### 1.9. Attachments

## 2. BASIC DATA INTEGRITY CONTROL PROCEDURES

### 2.1. Summary of Procedure Changes

### 2.2. Procedure Details

2.2.1. ISD will use as combination of the following controls to provide data integrity:

- Parity checks,

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- Control totals,
- Verification of selected fields,
- Programmed edit checks,
- Feedback, confirmations, and reconciliations,
- Encryption.

### 2.3. References

### 2.4. Attachments